



The Corporation of the Township of Malahide Requires a MANAGER OF LEGISLATIVE SERVICES/CLERK

The Township of Malahide is a progressive rural/urban municipality, located in the heart of Elgin County minutes away from the Cities of St. Thomas and London. From industry to recreation, farming to history, with a population of 9,292 you will be delighted with all that this growing agricultural community has to offer. We are currently seeking an experienced and highly motivated individual to assume the responsibilities of the position of Manager of Legislative Services/Clerk.

This position is one of two statutory officers required by every municipality in Ontario. The incumbent will perform the statutory duties of the Clerk set out under a wide variety of legislation, including, the *Municipal Act*, *Planning Act*, *Municipal Freedom of Information and Protection of Privacy Act*, *Vital Statistics Act*, *Drainage Act*, and *Municipal Elections Act*. The Manager of Legislative Services/Clerk is responsible for:

- Providing technical, legal, procedural, and policy advice to the Council, CAO and Directors.
- Conducting research and preparation of resolutions, by-laws, policies, and procedures.
- Overseeing the corporate records management system and archival functions.
- Prepares lottery licenses and maintains vital statistics.
- Serves as the Returning Officer and oversees all functions related to municipal elections.
- Responsible for promoting an open and transparent political process and supporting adherence to the principles of accountability and transparency within the Corporation.
- Responsible for ensuring communication with residents and ratepayers is timely, relevant, and effective.
- Responsible for maintaining the Township's website and social media account materials.
- Supervision of two staff members.

Requirements:

- 4 year University degree in public administration, political science, business administration, or related discipline.
- 5 years of experience within a municipal environment.
- 3 years management experience.

A comprehensive benefit package and a salary range of \$81,432 to \$98,981 annually will be commensurate with your qualifications. Interested applicants are requested to submit a detailed resume and cover letter, in confidence, to the undersigned no later than noon on June 18, 2021.

Gwen Tracey, HR Manager
Township of Malahide
87 John Street South
Aylmer, Ontario N5H 2C3
Phone: 519-773-5344
Fax: 519-773-5334
Email: gtracey@malahide.ca

A detailed job description is available upon request.

We thank all applicants, however, only those selected for an interview will be contacted. Personal information collected will be used to assess career eligibility and will be maintained in accordance with the provisions of *The Municipal Freedom of Information and Protection of Privacy Act*. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.